

Winchester Parks and Recreation  
Advisory Board Meeting  
Monday, December 16, 2013  
6:30pm

**Meeting Location:** Lord Fairfax Room, War Memorial Building

**Present:** John Bentley (Vice-Chair), Jules Bacha, Rosie Schiavone, Brian Wigley, Matt Mintschenko, Kyle Homan, Shelly Lee and John Elliott

**Absent:** Krista Farris (Chair)

**City Staff:** Jennifer Jones and Lisa Hamaker

**Council:** Milt McInturff

**Media:** Vic Bradshaw

**Guests:** None

John Bentley called the meeting to order at 6:30pm.

**Approval of October 28, 2013 Minutes:**

A motion was made by Jules Bacha to approve the October 28, 2013, minutes as presented, Brian Wigley seconded the motion. The motion carried.

**Public Comments:**

No Public Comments.

**Chairman Comments: John Bentley**

No Comments.

**Winchester Parks and Recreation Needs Assessment Status:**

Jennifer Jones stated the Needs Assessment Study has become part of the City's Strategic Plan and will be the tool used to collect data/information for future development of parks, recreation programs, recreation facilities, cultural facilities and services. The needs Assessment will be conducted by a consultant. From the Needs Assessment Study a Gap Analysis will be completed in house, this in turn will create a staff/ City managed Master Plan.

**Discussion regarding the Museum of the Shenandoah Valley's Master Plan:**

Jennifer Jones referenced an e-mail she had sent to Advisory Board members related to a meeting she had attended regarding the Museum of the Shenandoah Valley their Master Plan which includes plans for an Amphitheatre to be built on their property. She opened the topic up for discussion.

Questions asked were (1) Does Winchester need two Amphitheatres? (2) If Shenandoah University would help with both venues? (3) If there would be coordination of scheduling events such as the Bluemont Concert Series between the City and the Museum?

The Departments Needs Assessment will determine if the venue is needed in Jim Barnett Park. The City has a scheduled meeting with Shenandoah University on Wednesday. The Museum of the Shenandoah Valley does have an opportunity to partner with Shenandoah University.

Mr. McInturff commented he and Mr. Willingham, City Council President; met with Dana Evans, Executive Director of the Museum of the Shenandoah Valley about the Museum's Master Plan.

The Amphitheatre planned would be smaller than the one planned for Jim Barnett Park and about 3-5 years out from being built.

He also stated the Museum's plan was not to compete with what the City was trying to do. The City of Winchester does have an existing "MOU" with Shenandoah University for the Amphitheatre concept in Jim Barnett Park.

#### **2014-15 Budget Construction Thoughts/Input:**

Jennifer Jones handed out Goals, Capital Improvement Projects and various miscellaneous items included in the Winchester Parks and Recreation Department's FY15 Budget requests. Ms. Jones reviewed Strategic Planning Goals with the Board citing a few such as; Grow the Economy, Develop a High Performing Organization, Revitalize Old Town and Create a More Livable City for All.

Some Capital Improvement Projects include one of the War Memorial Building's wall replacements due to structural damage, vehicle and equipment replacements.

Mr. Bentley asked about Preston Field and the shed, concession stand and restrooms being added to the list.

Mr. McInturff also stated an Aquatics Center has been placed on the horizon of the City's plan. The age of the existing facility has been recognized and that an expansion is necessary.

#### **Director's Report: Jennifer Jones**

##### **• Update on the Athletic Field consultation with Virginia Tech expert:**

On December 3; Dr. Mike Goatley met in Jim Barnett Park on the Athletic Fields with staff, the Parks and Recreation Director and a local extension agent to inspect the field conditions and to help educate the department on the care of bermudagrass. He spoke about equipment needed for the maintenance of the grass, the climate Winchester provides, the playing seasons and their effect on the fields, aerating fields, soil testing and much more. Since the visit; two Park Maintenance Technicians have attended a short course in Turf-grass Maintenance and the department has requested the necessary field equipment in a supplemental appropriation.

##### **• Marketing- WPR Program Guide and street distribution:**

The new program guide is being direct mailed to all City residents and the current non-residents within our recreational software. The guide should be on hand at the Front Desk in the War Memorial Building on Tuesday, December 17, 2013 and will be distributed in the community to local businesses, selected offices, the Handley Library, hotels and Motels, etc. by staff.

##### **•Park Projects:**

**Bridgeforth Field ADA-** The restroom renovations are close to being completed and staff is preparing for all of the concrete work.

**Artificial Turf project-** The current expected build start date is August 20, 2014

**Skate Pavilion-** Some of the new concrete obstacles have been poured and are now in use.

**Park Vehicles-** Within the FY14 budget the department received 2 new trucks and they have both been used recently for plowing snow.

**•Winchester Community Garden Update:** Michael Neese, City Recycling Coordinator, has put together a proposal for Community Gardens. Two potential plots have been identified and the Winchester Public Schools agreed to entertain the idea provided interest is shown at the public interest meeting on January 29, 2014. A copy of a rough draft user agreement was handed out to Advisory Board members.

•**Winchester Christmas Parade Update:** The parade was well attended and approximately 53 units participated.

•**Celebrating Accomplishments/ new meetings:** The department had a luncheon to celebrate several accomplishments such as the new program guide and the maintenance division surviving their busy season with just 4 full time staff.

•**General Comments:** Two items making the City's Strategic Plan list were the Needs Assessment and the concept of Alcohol in the Park.

Mr. McInturff reflected on the last alcohol policy stating it was a well written policy with tight perimeters but the naming of the concept needs to change. The new concept needs to be shared with the public and help them to understand it and the thought of conducting an economic study was mentioned. Mr. Homan suggested doing a better job in educating City Council on the information. Mr. McInturff suggested waiting until further information comes forth on the Amphitheatre before moving forward.

**Board Comments and Idea Sharing:**

Mrs. Schiavone asked the purpose of the low fencing on the Green Circle Trail near Meadow Branch. She stated the fencing is now breaking down and becoming very unattractive. Jennifer Jones will find out and get back to her.

Mr. Homan asked about the Pifer property and what the status was, Mr. McInturff replied the property was declined by the Parks and Recreation Department.

**Advisory Board Meeting Dates: John Bentley**

**Advisory Board Meeting:** Monday, January 27, 2014 @ 6:30pm

**Adjournment:** With no further business to discuss John Bentley asked for a motion to adjourn the meeting; Kyle Homan made the motion and it was seconded by John Elliott. The motion was approved and the meeting was adjourned at 7:48pm.

Respectfully submitted; Jennifer Stotler; Park Administrative Coordinator

Winchester Parks & Recreation  
Advisory Board Agenda  
Monday, December 16, 2013  
6:30 p.m.

Agenda

Welcome	Krista Farris
Approval of October Meeting Minutes	Krista Farris
Public Comments (3 minute time limit for comments)	
Chair Comments	Krista Farris
Winchester Parks and Recreation Needs Assessment Status	Jennifer Jones
Discussion regarding Museum of the Shenandoah Valley Master Plan	Jennifer Jones
2014-15 Budget Construction Thoughts/Input	Jennifer Jones
Director's Report	Jennifer Jones
<ul style="list-style-type: none"><li>o Update on field consultation with Virginia Tech expert</li><li>o Marketing –WPR Program Guide and street distribution</li><li>o Park project updates; Bridgeforth ADA, artificial turf, Skate Pavilion, park trucks</li><li>o Winchester Community Garden update</li><li>o Winchester Christmas Parade update</li><li>o Celebrating accomplishments/new meetings</li><li>o General comments</li></ul>	
January Meeting Dates and Times	Krista Farris
Board Comments/Idea Sharing	
Adjournment	

# Needs Assessment Study

*Capital Improvement Plan  
Parks & Facility Development  
Recreation Programs*

Purpose: To collect data/information  
to be used to establish priorities  
for the future development  
of Winchester parks,  
recreation programs,  
recreation facilities,  
cultural facilities  
and services

*Where we are*

*Where we need to be*

**X**

*Gap Analysis*

**X**

Reality

Based on Priority

*How we are  
going to get there*

Master Plan

## **Goals for 2015 Winchester Parks and Recreation Budget**

### **Grow the Economy**

World Series Prep – Need sponsorships and prepare park and Yost field

Needs Assessment – McCormac Amphitheatre

Internal Trolley Use

Additional Community Recreation Programs

⬆ P and R Gift Catalog

WebTrac on-line registration

Senior Programming at YDC

### **Develop a High Performing Organization**

Bermuda Grass/Turf Grass/Fields Maintenance - Training

Field Maintenance Plan and Timeline

Support the new Aquatics Facility Coordinator's vision

Needs Assessment and designation of resources

Tuition assistance, training and staff development – VRPS, NRPA and various other classes

Facility upgrades at park maintenance to include heat and more suitable office space.

Coping w/ Department restructure

P and R Gift Catalog

Toastmasters

Continue Work Study and Internship Program

### **Continue Revitalization of Old Town**

Share Leslie Bowery to plan and organize special events

Share new horticulturist

Space for park behind Taylor Hotel

Internal Trolley Use Policy and beefed up Historic Winchester Tour

Storage at PM for Old Town events.

Added Old Town section to Program Guide

### **Create a More Livable City for All**

Community Recreation Programs and fees

Accessible pathways and trails

Skate park Funding

Addressing field conditions at JBP – equipment, human resources and training

Phase II ADA – BMX track

Winchester Community Gardens - FDP – community interest meeting. Community Cannery. TMB, Whittier and Weaver.

Artificial turf Bridgeforth Stadium

Disgruntled User Groups

Fully develop Frederick Douglass Park – soccer/lacrosse,rugby; outdoor fitness center, outside restrooms,lights, community gardens, little free library and picnic area.

Change Preston Field schedule: Develop fields =soccer, lacrosse, rugby and softball at Weaver, Whittier, FDP and Friendship

Infrastructure – water pipes in the JB Park- CIP 2016

Shelters in the Park

Storage at Park Maintenance Compound

#### Priorities- Citizens

1. Restrooms at neighborhood facilities
2. Trails that connect to sidewalks
3. Neighborhood park amenities-basics
4. Continue Old Town efforts/events
5. Ice skating rink





601 McKinley  
Joplin, MO 64801  
Tel: (417) 206-6816  
Toll Free: (800) 949-2024  
Fax: (417) 206-6888  
[sales@americanrampcompany.com](mailto:sales@americanrampcompany.com)

DRAWN BY Andras Hordos

DATE 6/21/10

REP. AGENCY

American Ramp Company

REP. NAME

Joel McDuffey

REP. PHONE

(417) 622-7140



CUSTOMER APPROVAL

DATE

PARK ENCLOSED?

No

PRO SERIES

✓

X SERIES

-

SOLO SERIES

✓

STEALTH CLASSIC SERIES

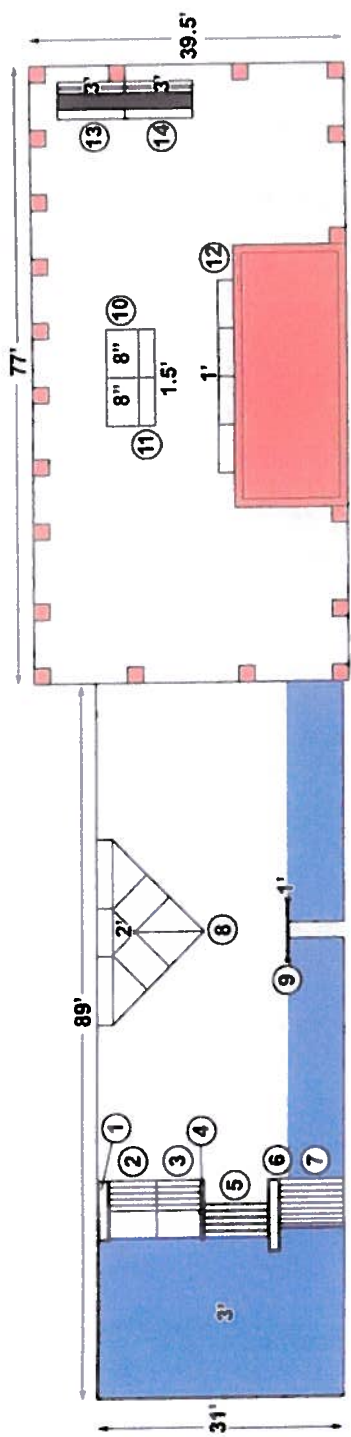
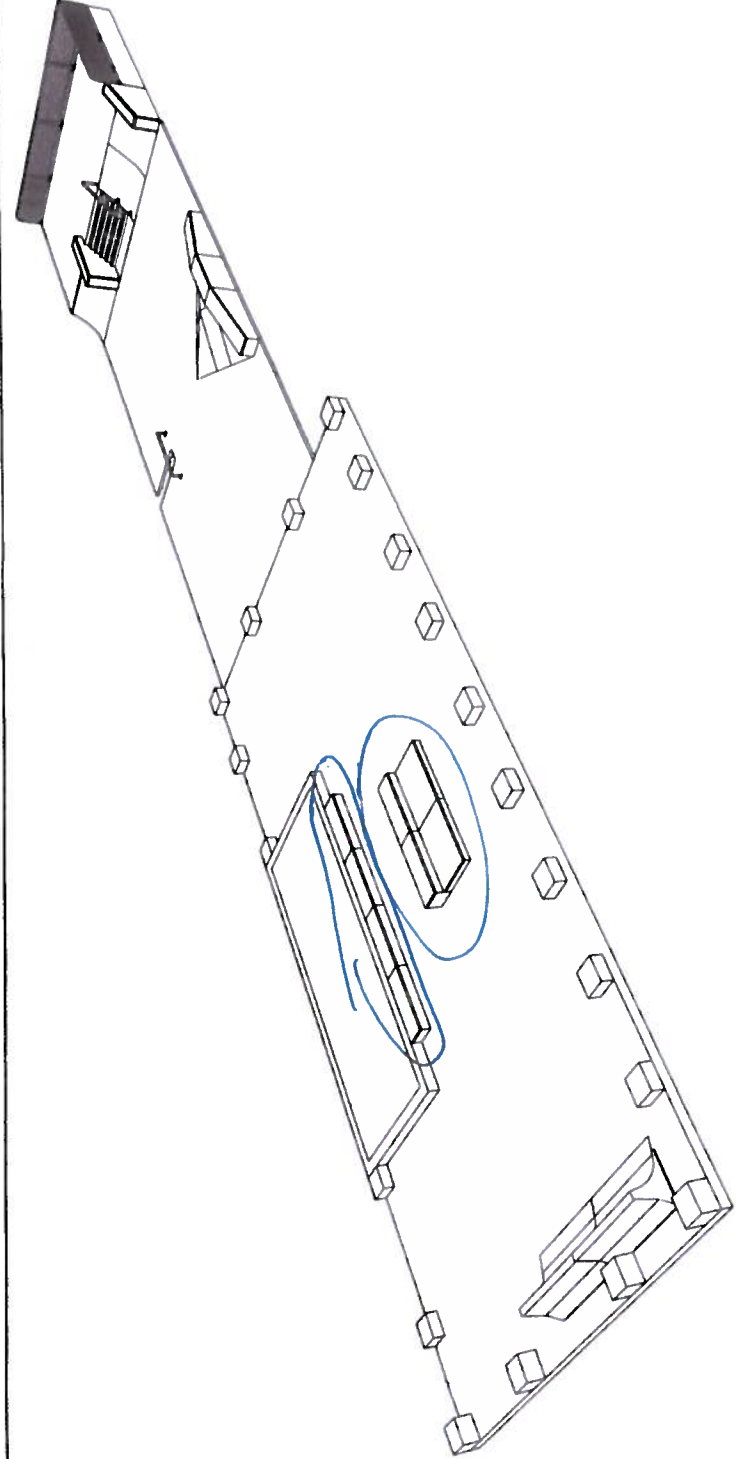
-

PROJECT NAME

Winchester Skate Park

DESIGN NO.

5026



\*Note - Existing Structures are highlighted in red. Concrete work highlighted in blue is done by others.

[CLICK HERE TO VIEW DESIGN VIDEOS](#)

This page is the creative property of American Ramp Company. It cannot be copied or redistributed.